

**Department of Health & Human Services
Administration for Children and Families**

Program Office: Family and Youth Services Bureau

Funding Opportunity Title: Mentoring Children of Prisoners

Announcement Type: Initial

Funding Opportunity Number: HHS-2006-ACF-ACYF-CV-0029

CFDA Number: 93.616

Due Date for Applications: 06/12/2006

Executive Summary:

The Family and Youth Services Bureau (FYSB) is accepting applications for the Mentoring Children of Prisoners (MCP) program. This program supports the creation and maintenance of one-on-one mentoring relationships between children of incarcerated parents and caring, supportive adult mentors. The intent of this program is to support the establishment and/or expansion of mentoring programs in communities with substantial numbers of unserved children of incarcerated parents.

The Mentoring Children of Prisoners (MCP) program is designed to be a community-based mentoring program in which children and youth, ages four up to age 18, are appropriately matched with an adult mentor, who has been screened and trained, for a one-on-one (one mentor/one youth), friendship-oriented mentoring relationship.

I. FUNDING OPPORTUNITY DESCRIPTION

Legislative Authority

Public Law (P.L.) 107-133, Promoting Safe and Stable Families Amendments of 2001, Subtitle B (available at <http://www.acf.hhs.gov/programs/fysb/pssf2001.pdf>), authorizes the Secretary of Health and Human Services (HHS) to award grants for the purpose of supporting the establishment or expansion and operation of community-based programs to provide one-on-one mentoring relationships between a child of incarcerated parent(s) and a caring, supportive adult mentor under the Mentoring Children of Prisoners program.

Program Purpose and Scope

Nearly two million children in the United States experience the detrimental economic, social, and emotional effects of having an incarcerated parent.[1] These children frequently experience the trauma of multiple changes in caregivers and living

arrangements. They often succumb to depression and drug usage, and statistics indicate that, without intervention, seventy percent of these children will follow the footsteps of their parent(s) into the criminal justice system.[2]

A quality, enduring mentoring relationship with a caring adult can be a promising intervention for children of prisoners (mentees). Research indicates that mentoring can reduce mentee risk behaviors and thus may also reduce the likelihood of the mentee's future involvement in the criminal justice system. A 1995 study of Big Brothers/Big Sisters showed that after 18 months, mentored youth were less likely than non-mentored youth to begin using drugs and alcohol and to initiate violence. Mentored youth were also more likely to have improved their school attendance and performance, their attitudes toward completing schoolwork and their peer and family relationships.[3]

In recognition of the potential of mentoring to benefit children affected by parental incarceration, Congress established the Mentoring Children of Prisoners (MCP) program. Now in its third year of operation, the Family and Youth Services Bureau (FYSB) has awarded grants to 215 organizations (grantees), including faith-based and community organizations, State and local governments, and Tribes to operate these community-based mentoring programs.

The purpose of the MCP program is to create quality, lasting one-on-one relationships that provide young people with caring role models for future success. In collaboration with networks of public and private entities, MCP grantees match children, ages four up to age 18, with a screened and trained adult volunteer for a one-on-one (one adult matched with one youth) mentoring relationship. Caring adult mentors interact with children of prisoners (mentees) on a weekly basis to provide support, encouragement, and advice, providing opportunities for mentees to gain new skills and interests and expand their experiences beyond their families, schools, and neighborhoods. Successful mentors do not try to take the role of parent or teacher, but act as a trusted friend, guide, and role model for mentees.

Participating MCP grantees create and sustain mentoring relationships. Qualified and credentialed agency staff recruit, screen, and train potential volunteer mentors; identify and recruit eligible children of prisoners in their communities; and match each mentor with a mentee based on the interests and preferences of the mentor, mentee, and mentee caretaker(s). MCP grantees facilitate the match between the mentor and mentee and continue to monitor the relationship to ensure that the needs and expectations of the mentor, the mentee, and the mentee's caregiver(s) are being met so that the match continues successfully.

The MCP program is a one-on-one mentoring program. Group mentoring (one mentor meeting with more than one mentee at the same time) and team mentoring (multiple mentors meeting with multiple mentees at the same time) are not the intent of this program. Group activities, in which multiple mentors and mentees meet together, may supplement, but not take the place of, the weekly one-on-one activities.

Quality and long-lasting mentoring relationships are keys to MCP grantee success. Research has shown that relationship quality predicts positive outcomes. Additionally,

the longer youth participate in a mentoring relationship, the greater the impact of the mentoring relationship is. In fact, relationships that terminate prior to six months can actually lead to negative outcomes.[4]

Providing adequate support to ensure the continuance of mentoring matches is therefore a major priority of MCP grantees. *All* project activities work toward the goal of creating high-quality, lasting mentoring relationships, and activities that fall outside the scope of this task are not supported by FYSB grant funds or grantee match funds. MCP grantees may conduct an initial assessment of family needs and make appropriate referrals to community services, but grantees cannot use FYSB funds or match funds to provide case management to the families. Similarly, MCP grantees cannot use funds to provide services to mentees that do not directly support the one-on-one match.

MCP grantees conduct careful screening and training of their volunteers to ensure that they are adequately equipped to mentor children of prisoners. Grantees facilitate background checks to ensure that no volunteer poses a safety threat to the child. Grantees also ensure that volunteers are able to meet weekly over an extended period of time with their mentee. In their training, grantees also educate volunteers about how to work with children of prisoners using a youth development approach, which is predicated on the understanding that all young people, regardless of the challenges facing them, can succeed with support, guidance, and opportunities to make meaningful contributions. With this support, they can develop self-assurance in the four areas that are key to creating a happy, healthy, and successful life:

- A sense of competence: being able to do something well;
- A sense of usefulness: having something to contribute;
- A sense of belonging: being part of a community and having relationships with caring adults; and
- A sense of power: having control over one's future.

B. Program Requirements

Applicants should take special note of the following when designing their projects:

Approach - Applicants must have a detailed plan (including information on partnering organizations) for recruiting mentors and eligible children to the program; screening and training mentors; and providing ongoing support and supervision to the mentoring relationships. Applicants must demonstrate an understanding of the MCP one-on-one, community-based mentoring model. Applicants must have a plan to serve all youth ages four up to age 18.

Mentoring relationships - Applicants must recruit volunteer mentors who are able to commit at least one hour a week to a lasting mentoring relationship.

Clearly defined goals - Applicants must clearly articulate how many new mentoring matches they plan to make each year (Year 1, Year 2, Year 3) and how many total new matches over the life of the three-year project. Applicants must provide supporting justification that these goals are attainable.

Background checks - Applicants must agree to conduct background checks on all volunteer mentors utilizing state criminal records (<http://apps.mentoring.org/safetynet/factsheet.adp>) and the national sex offender registry (<http://www.casanet.org/program-management/volunteer-manage/criminal-bkg-check.htm>). Additionally, where available, applicants must consult their state child abuse central registry (<http://www.kidshelp.org/phonenumbers.htm>).

Collaboration with existing service providers - Applicants must provide information on any local agencies that are already serving children of prisoners in the proposed service area and explain how they will collaborate with these service providers.

Match funds (non-Federal Share) - Applicants must be able to match 25 percent of the total project cost in Years 1 and 2 and 50 percent of the total project cost in Year 3 of the award. The total project cost is the sum of the Federal and non-Federal (grantee match) share. In Years 1 and 2, applicants must provide one dollar for every three Federal dollars. In Year 3, applicants must match one dollar for every Federal dollar. For example, an applicant requesting \$100,000 must match a minimum of \$33,333 in Years 1 and 2 (total project cost = \$133,333) and match a minimum of \$100,000 in Year 3 (total project cost = \$200,000) of the award.

Research and evaluation - By submitting an application, the applicant agrees to cooperate with any research and evaluation efforts sponsored by the Administration for Children and Families (ACF). The applicant also agrees to track and report data required by FYSB's Online Data Collection System.

Attendance and budgeting for annual meetings - By submitting an application, the applicant agrees to send a representative(s) to the designated conference and meeting. Applicants must budget for at least one person to attend two FYSB meetings.

C. Measuring Program Success

To measure program progress, FYSB requires MCP grantees to collect and report on data elements that describe the participants and the operation of their mentoring programs. Thirty days after the conclusion of each quarter of the Federal fiscal year, grantees are required to provide FYSB with quantitative information, such as how many children have begun matches during the quarter and how often the children are meeting with their mentors. FYSB has developed the Online Data Collection System by which grantees can submit this data electronically.

Grantees will not be expected or permitted to conduct large-scale evaluations using Federal or match funds. FYSB is preparing to undertake a national evaluation of the MCP program and requires grantees to use all project funds toward creating, supporting, and sustaining mentoring relationships.

D. Definitions

For the purpose of this program the following definitions apply:

Children of prisoners Children with one or both parents incarcerated in a Federal, State, or local correctional facility. The term is deemed to include children who are in an

ongoing mentoring relationship in a program under this section at the time of their parents' release from prison, for purposes of continued participation in the program.

Mentoring - A structured, managed program in which children are appropriately matched with screened and trained adult volunteers for one-on-one relationships, involving meetings and activities on a regular basis, intended to meet, in part, the child's need for involvement with a caring and supportive adult who provides a positive role model.

Mentoring services - Those services and activities that support a structured, managed program of mentoring, including the management by trained personnel of outreach to, and screening of, eligible children; outreach to, education and training of, and liaison with sponsoring local organizations; screening and training of adult volunteers; matching of children with suitable adult volunteer mentors; support and oversight of the mentoring relationship; and establishment of goals and evaluation of outcomes for mentored children.

Caretaker - The parent or legal guardian charged with the responsibility of caring for a child while the noncustodial parent is incarcerated.

Mentor - An adult volunteer (18 and above, unpaid) who is willing to serve as a trusted guide to a youth mentee. A successful mentor is viewed by a mentee as a friend, rather than as a parent or teacher.

Mentee - A child of an incarcerated parent who has been matched with a screened and trained adult volunteer mentor. The child must be between the ages of four up to age 18 and have one or both parents incarcerated in a Federal, State, or local correctional facility. The child must be matched in a mentoring relationship prior to their 18th birthday. A child who turns 18 after having been placed in a mentoring relationship may continue to receive services. A child whose parent(s) is on parole or probation is eligible to participate in the mentoring program only if the match was made prior to the parent being released from Federal or State correctional facility. A child whose parent(s) is in a local facility are eligible for the mentoring program if:

- the parent(s) is remanded to the custody of the State department of corrections or Federal correctional system; or
- the parent(s) was previously in the custody of the State department of corrections or the Federal correctional system.

[1] Federal Resource Center for Children of Prisoners. *What Happens to Children?* Child Welfare League of America. http://www.cwla.org/programs/incarcerated/cop_faq.htm.

[2] U.S. Senate. *Senate Report 106-404: Departments of Commerce, Justice, and State, the Judiciary, and Related Agencies Appropriation Bill, 2001*. Washington, D.C.

[3] Tierney J.P., & Grossman, J.B. (1995). *Making a Difference: An Impact Study of Big Brothers Big Sisters*. Philadelphia: Public/Private Ventures.

[4] Grossman, J.B. & Rhodes, J.E. (2002). The Test of Time: Predictors and Effects of Duration in Youth Mentoring Relationships. *American Journal of Community Psychology*, 30(2), 199-219.

II. AWARD INFORMATION

Funding Instrument Type:	Grant
Anticipated Total Priority Area Funding:	\$9,749,788
Anticipated Number of Awards:	50 to 55
Ceiling on Amount of Individual Awards:	\$1,000,000 per budget period
Floor on Amount of Individual Awards:	None
Average Projected Award Amount:	\$185,000 per budget period
Length of Project Periods:	36-month project with three 12-month budget periods

Successful applicants that receive grant awards are funded for a one-year budget period, although the project period may be for three years. Consideration of funding for awards beyond the one-year budget period is on a non-competitive basis for a project performing satisfactorily and if a determination is made that to continue funding the grant is in the best interest of the Federal Government.

Awards under this announcement are subject to the availability of funds.

III. ELIGIBILITY INFORMATION

1. Eligible Applicants:

- County governments
- City or township governments
- Special district governments
- Independent school districts
- Public and State-controlled institutions of higher education
- Native American Tribal governments (Federally recognized)
- Native American Tribal organizations (other than Federally recognized tribal governments)
- Non-profits having a 501(c)(3) status with the IRS, other than institutions of higher education
- Non-profits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education
- Others (See below)

Faith-based and community organizations that meet the statutory eligibility requirements are eligible to apply under this announcement.

Faith-based and community organizations may reference the "Guidance to Faith-Based and Community Organizations on Partnering with the Federal Government" at <http://www.whitehouse.gov/government/fbc/guidance/index.htm>

Those eligible to apply for funding under this grant competition include applicants in areas where there are substantial numbers of children of prisoners.

FY03 and FY04 MCP grantees are eligible to apply only if proposing to expand their services to a new area. Current grantees will receive instructions from their respective ACF Program Specialist on the procedures for applying for noncompetitive continuation grants.

The initial grant award is for a 12-month budget period. One 12-month continuation grant may be awarded in each of two subsequent years subject to the availability of funds, satisfactory progress on the part of the grantee, and a determination that the continued funding would be in the best interest of the Federal Government.

Please see *Section IV* for required documentation supporting eligibility or funding restrictions if any are applicable.

2. Cost Sharing or Matching: Yes

For the first and second years of the grant, Federal funds will pay 75 percent of the total project budget and grantees must pay at least 25 percent of the total budget (Federal and Non-Federal = Total Budget). In the third year of the grant, the grantee must account for at least 50 percent of the total budget. The total approved cost of the project is the sum of the Federal share and the non-Federal share. If the total budget cost is \$200,000, then the applicant must demonstrate a commitment of at least a \$50,000 match and request funding of \$150,000 from the Federal Government.

Activities that do not initiate, support, or maintain the one-on-one mentoring relationship cannot be counted towards the non-Federal share.

Costs that are not permitted under the Federal portion of this program (i.e., supportive services to mentees and families beyond mentoring; inherently religious activities; etc.) cannot be counted toward the non-Federal match share.

Mentor volunteer hours cannot be counted as an in-kind donation under the non-Federal cost/match share requirement.

Grantees will be held accountable for all non-Federal/match resources, whether or not it exceeds the required minimum. Failure to provide the required match amount will result in disallowance of Federal dollars.

3. Other:

D-U-N-S Requirement

All applicants must have a D&B Data Universal Numbering System (D-U-N-S) number. On June 27, 2003, the Office of Management and Budget (OMB) published in the *Federal Register* a new Federal policy applicable to all Federal grant applicants. The policy requires Federal grant applicants to provide a D-U-N-S number when applying for Federal grants or cooperative agreements on or after October 1, 2003. The D-U-N-S number will be required whether an applicant is submitting a paper application or using the government-wide electronic portal, Grants.gov. A D-U-N-S number will be required for every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement, and block grant programs, submitted on or after October 1, 2003.

Please ensure that your organization has a D-U-N-S number. You may acquire a D-U-N-S number at no cost by calling the dedicated toll-free D-U-N-S number request line at 1-866-705-5711 or you may request a number on-line at <http://www.dnb.com>.

Proof of Non-Profit Status

Non-profit organizations applying for funding are required to submit proof of their non-profit status.

Proof of non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.
- A copy of a currently valid IRS tax-exemption certificate.
- A statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.
- Any of the items in the subparagraphs immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

When applying electronically, we strongly suggest that you attach your proof of non-profit status with your electronic application.

Private, non-profit organizations are encouraged to submit with their applications the survey located under *Grant Related Documents and Forms: Survey for Private, Non-Profit Grant Applicants*, titled, *Survey on Ensuring Equal Opportunity for Applicants*, at: <http://www.acf.hhs.gov/programs/ofs/forms.htm>.

Disqualification Factors

Applications that exceed the ceiling amount will be deemed non-responsive and will not be considered for funding under this announcement.

Any application that fails to satisfy the deadline requirements referenced in *Section IV.3* will be deemed non-responsive and will not be considered for funding under this announcement.

IV. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package:

ACYF Operations,
c/o The Dixon Group
ATTN: Mentoring Children of Prisoners
118 Q Street NE
Washington, DC 20002-2132
Phone: 866-796-1591
Email: FYSB@dixongroup.com

2. Content and Form of Application Submission:

Each application package must include the original and two copies. Do not staple any part of the application.

The length of the entire application package must not exceed 80 pages. This includes the required Federal forms/certifications, table of contents, project summary, project description, budget/budget justification, supplemental documentation, proof of non-profit status, third-party agreement summaries, and letters of support or agreement. **All** pages of the application package must be sequentially numbered beginning with page one. The required Federal forms will be counted towards the total number of pages. Each application will be counted to determine the total length. All pages exceeding the 80-page limit will be removed and not considered in the review process. Cover letters are not required. Applicants are reminded that if a cover letter is submitted, it will count towards the 80-page limit.

The project description must be typed and double-spaced on a single side of 8 1/2" x 11" plain white paper with at least 1/2 inch margins on all sides, using black print with 12-pitch or 12-point size font. For charts, budget tables, supplemental letters, and support documents, applicants may use a different pitch or size font, not less than 10 pitch or size font, or single spaced.

The application package should include the following:

- 1) Required Federal Forms/Certifications - See checklist in *Section IV.3*.
- 2) Table of Contents - Should reference the order of the application sections and provide page numbers.

3) One Page Project Summary - Should succinctly describe the project, the number of new mentoring matches that will be made each year and over the life of the project, and partnering organizations.

4) Project Description -

- provides a broad overview of the project and what the project intends to achieve;
- addresses each of the categories in *Section V.1*;
- is structured in a manner that addresses each of the evaluation criteria; and
- responds to the evaluation criteria in *Section V.2*.

5) Budget and Budget Justification - Must be in a worksheet, table, or spreadsheet format and reflect ONLY the first 12-month budget period. Each category within the budget should correspond with the titles listed in *Section V.1* under Budget and Budget Justification and should include a description of each line item within the category and how calculations were derived. The budget justification must be in a narrative format. The budget justification must provide a rationale for each line item and how each relates to the overall success of the project. The budget justification must also include a calculation and discussion of the total proposed cost (Federal plus non-Federal share) per proposed mentoring match.

6) Proof of Non-Profit Status - See *Section III.3* for acceptable documentation.

7) Third-Party Agreements Summaries (subgrants or contracts) - A third-party agreement summary is required if the applicant is proposing to exchange a portion or all of the Federal funds to another agency for project support. The summary must describe which services will be carried out by both the third party and the applicant agency.

8) Letters of Agreement or Memorandum of Understanding - Letters of Agreement (LOA) or Memorandum of Understanding (MOU) are required if the applicant is proposing to provide support or complement any services that will be provided by a different agency, but does not propose to exchange Federal funds for the project. The LOA or MOU must enumerate the project services that will be completed under the agreement.

9) Letters of Support - Letters from the community, public and commercial leaders and organizations that support funding for the proposed project.

10) Non-Federal Resources Commitment Letters - Letters from in-kind organizations, entities or individuals agreeing to provide non-Federal resources (cash or in-kind) to the project.

Forms and Certifications

The project description should include all the information requirements described in the specific evaluation criteria outlined in this program announcement under *Section V*. Application Review Information. In addition to the project description, the applicant

needs to complete all of the Standard Forms required as part of the application process for awards under this announcement.

Applicants seeking financial assistance under this announcement must file the appropriate Standard Forms as described in this section. All applicants must submit SF-424, Application for Federal Assistance. For non-construction programs, applicants must also submit SF-424A, Budget Information and SF-424B, Assurances. For construction programs, applicants must also submit SF-424C, Budget Information and SF-424D, Assurances. The forms may be reproduced for use in submitting applications. Applicants must sign and return the standard forms with their application.

Applicants must furnish prior to award an executed copy of the SF-LLL, Certification Regarding Lobbying, when applying for an award in excess of \$100,000. Applicants who have used non-Federal funds for lobbying activities in connection with receiving assistance under this announcement shall complete a disclosure form, if applicable, with their application. Applicants must sign and return the certification with their application.

Applicants must also understand that they will be held accountable for the smoking prohibition included within Public Law (P.L.) 103-227, Title XII Environmental Tobacco Smoke (also known as the PRO-KIDS Act of 1994). A copy of the *Federal Register* notice that implements the smoking prohibition is included with this form. By signing and submitting the application, applicants are providing the necessary certification and are not required to return it.

Applicants must make the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination. By signing and submitting the application, applicants are providing the necessary certification and are not required to return it. Complete the standard forms and the associated certifications and assurances based on the instructions on the forms. The forms and certifications may be found at: <http://www.acf.hhs.gov/programs/ofs/forms.htm>.

Private, non-profit organizations are encouraged to submit with their applications the survey located under *Grant Related Documents and Forms: Survey for Private, Non-Profit Grant Applicants, titled, Survey on Ensuring Equal Opportunity for Applicants*, at: <http://www.acf.hhs.gov/programs/ofs/forms.htm>.

Those organizations required to provide proof of non-profit status, please refer to *Section III.3*.

Please see *Section V.1* for instructions on preparing the full project description.

Please reference *Section IV.3* for details about acknowledgement of received applications.

Electronic Submission

You may submit your application to us in either electronic or paper format. To submit an application electronically, please use the <http://www.Grants.gov> site.

If you use Grants.gov, you will be able to download a copy of the application package, complete it off-line, and then upload and submit the application via the Grants.gov site. ACF will not accept grant applications via facsimile or email.

IMPORTANT NOTE: Before you submit an electronic application, you must complete the organization registration process as well as obtain and register "electronic signature credentials" for the Authorized Organization Representative (AOR). Since this process may take more than five business days, it is important to start this process early, well in advance of the application deadline. **Be sure to complete all Grants.gov registration processes listed on the Organization Registration Checklist, which can be found at http://www.acf.hhs.gov/grants/registration_checklist.html.**

Please note the following if you plan to submit your application electronically via Grants.gov:

- Electronic submission is voluntary, but strongly encouraged.
- You may access the electronic application for this program at <http://www.Grants.gov>. There you can search for the downloadable application package by utilizing the Grants.gov FIND function.
- **We strongly recommend that you do not wait until the application deadline date to begin the application process through Grants.gov.** We encourage applicants that submit electronically to submit well before the closing date and time so that if difficulties are encountered an applicant can still submit a hard copy via express mail.
- To use Grants.gov, you, as the applicant, must have a D-U-N-S number and register in the Central Contractor Registry (CCR). You should allow a minimum of five days to complete the CCR registration. **REMINDER: CCR registration expires each year and thus must be updated annually. You cannot upload an application to Grants.gov without having a current CCR registration AND electronic signature credentials for the AOR.**
- The electronic application is submitted by the AOR. To submit electronically, the AOR must obtain and register electronic signature credentials approved by the organization's E-Business Point of Contact who maintains the organization's CCR registration.
- You may submit all documents electronically, including all information typically included on the SF-424 and all necessary assurances and certifications.
- Your application must comply with any page limitation requirements described in this program announcement.
- After you electronically submit your application, you will receive an automatic acknowledgement from Grants.gov that contains a Grants.gov tracking number. ACF will retrieve your application from Grants.gov.
- ACF may request that you provide original signatures on forms at a later date.

- You will not receive additional point value because you submit a grant application in electronic format, nor will we penalize you if you submit an application in hard copy.
- If you encounter difficulties in using Grants.gov, please contact the Grants.gov Help Desk at: 1-800-518-4726, or by email at support@grants.gov to report the problem and obtain assistance.
- Checklists and registration brochures are maintained at <http://www.grants.gov/GetStarted> to assist you in the registration process.
- When submitting electronically via Grants.gov, applicants must comply with all due dates *AND* times referenced in *Section IV.3*.

Hard Copy Submission

Applicants that are submitting their application in paper format should submit one original and two copies of the complete application. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by an authorized representative, have original signatures, and be unbound.

Non-Federal Reviewers

Since ACF will be using non-Federal reviewers in the review process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget as well as Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information.

If applicants are submitting their application electronically, ACF will omit the same specific salary rate information from copies made for use during the review and selection process.

3. Submission Dates and Times:

Due Date for Applications: 06/12/2006

Explanation of Due Dates

The due date for receipt of applications is referenced above. Applications received after 4:30 p.m., eastern time, on the due date will be classified as late and will not be considered in the current competition.

Applicants are responsible for ensuring that applications are mailed or hand-delivered or submitted electronically well in advance of the application due date and time.

Mail

Applications that are submitted by mail must be received no later than 4:30 p.m., eastern time, on the due date referenced above at the address listed in *Section IV.6*.

Hand Delivery

Applications hand carried by applicants, applicant couriers, other representatives of the applicant, or by overnight/express mail couriers must be received on or before the due date referenced above, between the hours of 8:00 a.m. and 4:30 p.m., eastern time, at the address referenced in *Section IV.6.*, between Monday and Friday (excluding Federal holidays).

Electronic Submission

Applications submitted electronically via Grants.gov must be submitted no later than 4:30 p.m., eastern time, on the due date referenced above.

ACF cannot accommodate transmission of applications by facsimile or email.

Late Applications

Applications that do not meet the requirements above are considered late applications. ACF shall notify each late applicant that its application will not be considered in the current competition.

ANY APPLICATION RECEIVED AFTER 4:30 P.M., EASTERN TIME, ON THE DUE DATE WILL NOT BE CONSIDERED FOR COMPETITION.

Extension of Deadlines

ACF may extend application deadlines when circumstances such as acts of God (floods, hurricanes, etc.) occur; when there are widespread disruptions of mail service; or in other rare cases. A determination to extend or waive deadline requirements rests with the Chief Grants Management Officer.

Receipt acknowledgement for application packages will be provided to applicants who submit their package via mail, courier services, or by hand delivery. Applicants will receive an electronic acknowledgement for applications that are submitted via <http://www.Grants.gov>.

Checklist

You may use the checklist below as a guide when preparing your application package.

What to Submit	Required Content	Required Form or Format	When to Submit
SF-424	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By application due date.
SF-424A	See Section	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By application due

	IV.2	htm	date.
SF-424B	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By application due date.
Table of Contents	See Section IV.2	Found in Section IV.2	By application due date.
Project Abstract	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
Project Description	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
Budget Narrative/Justification	See Sections IV.2 and V	Found in Sections IV.2 and V	By application due date.
Proof of Non-Profit Status	See Section III.3	Found in Section III.3	By date of award.
Third-Party Agreements	V.1	Found in Section IV.2	By application due date
Letters of Agreement or Memorandum of Understanding	IV.2	Found in Section IV.2	By application due date
Support Letters	V.1	Format described in IV.2	No later than due date

Non-Federal Commitment Letters	V.1	Format described in IV.2	No later than due date
SF-LLL Certification Regarding Lobbying	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By date of award.
Certification Regarding Environmental Tobacco Smoke	See Section IV.2	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By date of award.
Assurances	See Section IV.2	Format described in IV.2	By date of award.

Additional Forms

Private, non-profit organizations are encouraged to submit with their applications the survey located under *Grant Related Documents and Forms: Survey for Private, Non-Profit Grant Applicants*, titled, *Survey on Ensuring Equal Opportunity for Applicants*, at: <http://www.acf.hhs.gov/programs/ofs/forms.htm>.

What to Submit	Required Content	Required Form or Format	When to Submit
Survey for Private, Non-Profit Grant Applicants	See form.	See http://www.acf.hhs.gov/programs/ofs/forms.htm	By application due date.

4. Intergovernmental Review:

State Single Point of Contact (SPOC)

This program is covered under Executive Order (EO) 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." Under the Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs.

As of August 1, 2005, the following jurisdictions have elected to participate in the EO process: Arkansas, California, Delaware, District of Columbia, Florida, Georgia, Illinois, Iowa, Kentucky, Maine, Maryland, Michigan, Mississippi, Missouri, Nevada, New Hampshire, New York, North Dakota, Rhode Island, South Carolina, Texas, Utah, West Virginia, Wisconsin, American Samoa, Guam, Northern Mariana Islands, Puerto Rico, and U.S. Virgin Islands. As these jurisdictions have elected to participate in the Executive Order process, they have established SPOCs. Applicants from participating jurisdictions should contact their SPOC, as soon as possible, to alert them of prospective applications and receive instructions. Applicants must submit all required materials, if any, to the SPOC and indicate the date of this submittal (or the date of contact if no submittal is required) on the Standard Form 424, item 16a.

Under 45 CFR 100.8(a)(2), a SPOC has 60 days from the application deadline to comment on proposed new or competing continuation awards. SPOCs are encouraged to eliminate the submission of routine endorsements as official recommendations. Additionally, SPOCs are requested to clearly differentiate between mere advisory comments and those official State process recommendations, which may trigger the "accommodate or explain" rule.

When comments are submitted directly to ACF, they should be addressed to the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Grants Management, Division of Discretionary Grants, 370 L'Enfant Promenade SW., 4th floor, Washington, DC 20447.

Although the remaining jurisdictions have chosen not to participate in the process, entities that meet the eligibility requirements of the program are still eligible to apply for a grant even if a State, Territory, Commonwealth, etc. does not have a SPOC. Therefore, applicants from these jurisdictions, or for projects administered by Federally recognized Indian Tribes, need take no action in regard to EO 12372.

The official list, including addresses, of the jurisdictions that have elected to participate in EO 12372 can be found on the following URL:
<http://www.whitehouse.gov/omb/grants/spoc.html>.

5. Funding Restrictions:

Grant awards will not allow reimbursement of pre-award costs.

Construction and purchase of real property are not allowable activities or expenditures under this grant award.

Activities that do not initiate, support, or maintain the one-on-one mentoring relationship cannot be supported with Federal or match funds.

Costs that are not permitted under the Federal portion of this program (i.e., supportive services to mentees and families beyond mentoring; inherently religious activities; etc.) cannot be counted toward the non-Federal match share.

Mentor volunteer hours cannot be counted as an in-kind donation under the non-Federal cost/match share requirement.

6. Other Submission Requirements:

Please see *Sections IV.2* and *IV.3* for deadline information and other application requirements.

Submit applications to one of the following addresses:

Submission by Mail

ACYF Operations Center
Attention: c/o The Dixon Group
ATTN: Mentoring Children of Prisoners
118 Q Street, NE
Washington, DC 20002-2132

Hand Delivery

ACYF Operations Center
Attention: c/o The Dixon Group
ATTN: Mentoring Children of Prisoners
118 Q Street, NE
Washington, DC 20002-2132

Electronic Submission

Please see *Section IV.2* for guidelines and requirements when submitting applications electronically via <http://www.Grants.gov>.

V. APPLICATION REVIEW INFORMATION

The Paperwork Reduction Act of 1995 (P.L. 104-13)

Public reporting burden for this collection of information is estimated to average 25 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed and reviewing the collection information.
The project description is approved under OMB control number 0970-0139, which expires 4/30/2007.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

1. Criteria:

Part I THE PROJECT DESCRIPTION OVERVIEW

PURPOSE

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. The project description should be concise and complete. It should address the activity for which Federal funds are being requested. Supporting documents should be included where they can present information clearly and succinctly. In preparing the project description, information that is responsive to each of the requested evaluation criteria must be provided. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

GENERAL EXPECTATIONS AND INSTRUCTIONS

ACF is particularly interested in specific project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

Pages should be numbered and a table of contents should be included for easy reference.

Part II GENERAL INSTRUCTIONS FOR PREPARING A FULL PROJECT DESCRIPTION

INTRODUCTION

Applicants that are required to submit a full project description shall prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria. The text options give a broad overview of what the project description should include while the evaluation criteria identify the measures that will be used to evaluate applications.

PROJECT SUMMARY/ABSTRACT

Provide a summary of the project description (one page or less) with reference to the funding request.

OBJECTIVES AND NEED FOR ASSISTANCE

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance must be demonstrated and the principal and subordinate objectives of the project must be clearly stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of projects currently being conducted and supported (or to be initiated), some of which may be outside the scope of the program announcement.

RESULTS OR BENEFITS EXPECTED

Identify the results and benefits to be derived.

For example, identify the number of new mentoring matches to be made each year and the total number of new matches to be made over the life of the three-year project. The number of mentoring matches to be made each year should increase (as a result of program growth and increased third year project budget).

APPROACH

Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors that might accelerate or decelerate the work and state your reason for taking the proposed approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished.

When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

If any data is to be collected, maintained, and/or disseminated, clearance may be required from the OMB. This clearance pertains to any "collection of information that is conducted or sponsored by ACF."

Provide a list of organizations, cooperating entities, consultants, or other key individuals who will work on the project along with a short description of the nature of their effort or contribution.

GEOGRAPHIC LOCATION

Describe the precise location of the project and boundaries of the area to be served by the proposed project. Maps or other graphic aids may be attached.

ADDITIONAL INFORMATION

The following are requests for additional information that must be included in the application:

STAFF AND POSITION DATA

Provide a biographical sketch and job description for each key person appointed. Job descriptions for each vacant key position should be included as well. As new key staff is appointed, biographical sketches will also be required.

PLAN FOR PROJECT CONTINUANCE BEYOND GRANT SUPPORT

Provide a plan for securing resources and continuing project activities after Federal assistance has ended.

ORGANIZATIONAL PROFILES

Provide information on the applicant organization(s) and cooperating partners, such as: organizational charts; financial statements; audit reports or statements from Certified Public Accountants/Licensed Public Accountants; Employer Identification Number(s); contact persons and telephone numbers; names of bond carriers; child care licenses and other documentation of professional accreditation; information on compliance with Federal/State/local government standards; documentation of experience in the program area; and, other pertinent information.

If the applicant is a non-profit organization, it should submit proof of its non-profit status in its application. The non-profit agency can accomplish this by providing any one of the following: a) a reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code; b) a copy of a currently valid IRS tax exemption certificate; c) a statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has a non-profit status and that none of the net earnings accrues to any private shareholders or individuals; d) a certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status; or e) any of the items immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

THIRD-PARTY AGREEMENTS

Provide written and signed agreements between grantees and subgrantees, or subcontractors, or other cooperating entities. These agreements must detail the scope of work to be performed, work schedules, remuneration, and other terms and conditions that structure or define the relationship.

LETTERS OF SUPPORT

Provide statements from community, public, and commercial leaders that support the project proposed for funding. All submissions should be included in the application package or by the application deadline.

BUDGET AND BUDGET JUSTIFICATION

Provide a budget with line-item detail and detailed calculations for each budget object class identified on the Budget Information Form (SF-424A or SF-424C). Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching is a requirement, include a breakout by the funding sources identified in Block 15 of the SF-424.

Provide a narrative budget justification that describes how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

GENERAL

Use the following guidelines for preparing the budget and budget justification. Both Federal and non-Federal resources (when required) shall be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which you are applying. "Non-Federal resources" are all other non-ACF Federal and non-Federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, Federal budget; next column(s), non-Federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

PERSONNEL

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known at the time of application. For each staff person, provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant.

FRINGE BENEFITS

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, FICA, retirement insurance, taxes, etc.

TRAVEL

Description: Costs of project-related travel by employees of the applicant organization. (This item does not include costs of consultant travel).

Justification: For each trip show: the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used; and other transportation costs and subsistence allowances. Travel costs for key staff to attend ACF-sponsored workshops should be detailed in the budget.

EQUIPMENT

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) \$5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in or excluded from acquisition cost in accordance with the organization's regular written accounting practices.)

Justification: For each type of equipment requested provide: a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use on the

project; as well as use and/or disposal of the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

SUPPLIES

Description: Costs of all tangible personal property other than that included under the Equipment category.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

CONTRACTUAL

Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include third-party evaluation contracts, if applicable, and contracts with secondary recipient organizations, including delegate agencies and specific project(s) and/or businesses to be financed by the applicant.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open and free competition.

Recipients and subrecipients, other than States that are required to use 45 CFR Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed at 41 USC 403(11), currently set at \$100,000.

Recipients might be required to make available to ACF pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each delegate agency, by agency title, along with the required supporting information referred to in these instructions.

OTHER

Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: insurance; food; medical and dental costs (noncontractual); professional services costs; space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

Justification: Provide computations, a narrative description and a justification for each cost under this category.

INDIRECT CHARGES

Description: Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant Federal agency.

Justification: An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, upon notification that an award will be made, it should immediately develop a tentative indirect cost rate proposal based on its most recently completed fiscal year, in accordance with the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not be charged as direct costs to the grant. Also, if the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

NON-FEDERAL RESOURCES

Description: Amounts of non-Federal resources that will be used to support the project as identified in Block 15 of the SF-424.

Justification: The firm commitment of these resources must be documented and submitted with the application so that the applicant is given credit in the review process. A detailed budget must be prepared for each funding source.

TOTAL DIRECT CHARGES, TOTAL INDIRECT CHARGES, TOTAL PROJECT COSTS

EVALUATION CRITERIA:

The following evaluation criteria appear in weighted descending order. The corresponding score values indicate the relative importance that ACF places on each evaluation criterion; however, applicants need not develop their applications precisely according to the order presented. Application components may be organized such that a reviewer will be able to follow a seamless and logical flow of information (i.e., from a broad overview of the project to more detailed information about how it will be conducted).

In considering how applicants will carry out the responsibilities addressed under this announcement, competing applications for financial assistance will be reviewed and evaluated against the following criteria:

APPROACH - 35 points

1. The extent to which the proposed project outlined in the application is consistent with FYSB's one-on-one, community-based MCP program approach.
2. The extent to which the activities or steps identified in the application will accomplish the purpose of the FYSB MCP program, as described in *Section I*.
3. The extent to which the application contains a plan for collaboration among the private, non-profit, community, State, local, and Federal entities necessary to

provide project services and conduct outreach. This includes a plan for collaborating with the corrections system to identify children of prisoners.

4. The extent to which the application content demonstrates an appropriate understanding of the effects of parental incarceration, mentoring, positive youth development, and the importance of cultural competency for working with this population.
5. The extent to which the applicant describes a comprehensive training curriculum for mentors pertaining to the skills and knowledge necessary to effectively mentor children of prisoners.
6. The extent to which the application contains a logical plan for the identification, recruitment (of mentors and mentees), screening/background checks, training, matching of mentors/mentees, and ongoing match support and supervision.
7. The extent to which the applicant describes potential barriers that may affect project implementation and possible resolution of these difficulties.
8. The extent to which the applicant describes the sequence and timing of major activities, tasks, subtasks, important milestones, and timeframes in a chart or diagram. Applicants proposing the implementation of new mentoring programs must include a discussion of, and timelines for, project start-up activities in the application.
9. For applicants proposing to subgrant a portion or all of the Federal funds: The extent to which third-party agreement summaries are provided that detail the scope of work to be performed, the amount and method of fund distribution, and any other terms and conditions that structure or define the relationship. The extent to which a plan is included in the application for regular communication with subgrantees; the monitoring of grant project activities; and assurance of timely dispersal of funds.

ORGANIZATIONAL PROFILES - 15 points

1. The extent to which the application contains a description of organizational experience in the following area(s): the provision of mentoring or other services to at-risk youth and/or services to individuals/families impacted by incarceration. In descending order, preference will be given to organizations that have: 1) experience in mentoring and with individuals/families impacted by incarceration; 2) experience in mentoring only; 3) experience with individuals/families affected by incarceration only; and 4) experience in other youth services only. Applicant specifies the length of time and extent of services provided.
2. The extent to which the application contains descriptions of relationships with any partnering organizations, cooperating entities, or consultants who will work on the project, both programmatically and administratively.

3. The extent to which the application contains a plan for generating additional resources to support the project during and after the three-year project period. The application includes a listing of existing funding sources and presents a plan for securing the required 25 percent match (in Years 1 & 2) and 50 percent match (in Year 3).
4. The extent to which the applicant includes letters of support and statements from community, public and commercial leaders, and organizations that support the proposed project.
5. The extent to which an effective fiscal management plan is described in the application. The applicant should describe how fiscal controls will be used to ensure prudent use, proper disbursement, and accurate accounting of Federal and non-Federal funds.

RESULTS OR BENEFITS EXPECTED - 15 points

1. The extent to which the applicant identifies the relationship between project activities and anticipated outcomes and how the activities fulfill the purpose of the MCP program.
2. The extent to which the applicant clearly specifies the number of new mentoring matches to be made annually (Year 1, Year 2, Year 3) and the total number of new mentoring matches to be made over the life of the three-year project. The extent to which the applicant describes a plan for sustaining long-lasting mentoring matches. The extent to which the discussion of mentoring match goals takes into account the project start-up period and increased third year non-Federal match share requirement.
3. The extent to which the applicant contains supporting justification that the number of mentoring matches is both aggressive and realistic, based on the capacity of the applicant and partnering organizations, project budget, previous experience, and need in the targeted area.
4. The extent to which the applicant describes a process for tracking the progress of each match and provides assurance of cooperation with any FYSB-supported research and evaluation efforts, including, but not limited to, quarterly submission of performance data through the Online Data Collection System.
5. The extent to which the applicant describes an ongoing process for assessing the progress of the mentoring project and making improvements as needed.

OBJECTIVES AND NEED FOR ASSISTANCE - 15 points

1. The extent to which the applicant specifies clear objectives of the project that directly relate to FYSB's purpose for the MCP program and identified local needs.
2. The extent to which the specific geographic area(s) to be served demonstrate a need for services, such as a high incarceration rate.
3. The extent to which the applicant provides documentation on the number of children of prisoners in the targeted service community. If such data does not exist, the applicant states this fact and provides an approximation based on available data.
4. The extent to which the applicant identifies other agencies providing services for children of prisoners in the targeted service area and describes a plan for complementing, rather than duplicating, services.

BUDGET AND BUDGET JUSTIFICATION - 10 points

1. The extent to which the applicant shows that the funds requested are directly related to the task of creating and sustaining high-quality mentoring matches.
2. The extent to which the applicant is able to provide an estimated cost per relationship match not exceeding \$1000 in requested Federal funds and provides justification for the total amount (Federal plus non-Federal share) requested.
3. The extent to which the applicant includes a detailed budget breakdown and a narrative justification for each of the budget categories in the SF-424A for a 12-month budget period. The extent to which the applicant describes how each category of costs are derived (i.e., detailed calculations that include estimation methods, quantities, unit costs, etc.) that equate to the total costs proposed in a particular category (e.g., travel cost should be broken down into hotel costs, per diem rates, airfare, etc.).

STAFF AND POSITION DATA - 10 points

1. The extent to which the applicant outlines staff responsibilities that comprehensively address MCP grantee obligations (e.g., recruitment, screening, training, matching, support and supervision) and describes adequate administrative oversight.
2. The extent to which the application contains the resumes of all key staff and consultants engaged in the proposed project. If proposed positions are vacant, job descriptions referencing the duties of the proposed position and providing a description of the experience and education required for the position are included.

3. The extent to which the applicant demonstrates that each *key current and proposed staff (including key consultants)* possesses some relevant experience. This includes, but is not limited to, experience with: children/families/individuals affected by incarceration; providing mentoring or other youth development programs; recruiting volunteers and participants; managing staff and volunteers; and providing mentor match support and supervision.
4. The applicant designates a staff position as the single point of contact on the project whose responsibility it will be to keep FYSB apprised of grant activities throughout the three-year project period.

2. Review and Selection Process:

No grant award will be made under this announcement on the basis of an incomplete application.

Applications submitted under this program announcement will undergo a pre-review to determine that: (1) the application was received by the closing date and submitted in accordance with the instructions in this announcement; and (2) the applicant is eligible for funding.

Applications that pass the initial ACF screening will be evaluated and rated by an independent review panel made up of non-Federal reviewers who are experts in the field. The review panel will use the evaluation criteria listed in *Section V.I* to review and score the applications. The panels will assign a score (maximum 100) to each application and identify the application's strengths and weaknesses.

The results of these reviews will assist the FYSB Associate Commissioner and program staff in considering competing applications. Reviewers' scores will weigh heavily in funding decisions, but will not be the only factors considered. Applications will generally be considered in order of the average scores assigned by reviewers. However, highly-ranked applications are not guaranteed funding since additional factors are taken into consideration. These include, but are not limited to, comments of reviewers and government officials; staff evaluation and input; geographic distribution; previous program performance of applicant; compliance with grant terms under previous HHS grants; audit reports; investigative reports; an applicant's progress in resolving any final audit disallowance on previous FYSB or other Federal agency grants.

The evaluation criteria were designed to assess the quality of a proposed project and to determine the likelihood of its success. The evaluation criteria are closely related and are considered as a whole in judging the overall quality of an application. Points are awarded only to an application which is responsive to the evaluation criteria within the context of this program announcement.

FYSB has the authority to pass over ranking order based on geographic area (location) and capacity needs.

Please reference *Section IV.2* for information on non-Federal reviewers in the review process.

Approved but Unfunded Applications

Applications that are approved but unfunded may be held over for funding in the next funding cycle, pending the availability of funds, for a period not to exceed one year.

3. Anticipated Announcement and Award Dates:

Awards will be made by September 30, 2006.

Unsuccessful applicants will be notified in writing after the final awards have been made.

VI. AWARD ADMINISTRATION INFORMATION

1. Award Notices:

The successful applicants will be notified through the issuance of a Financial Assistance Award document, which sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-Federal share to be provided (if applicable), and the total project period for which support is contemplated. The Financial Assistance Award will be signed by the Grants Officer and transmitted via postal mail.

Organizations whose applications will not be funded will be notified in writing.

2. Administrative and National Policy Requirements:

Grantees are subject to the requirements in 45 CFR Part 74 (non-governmental) or 45 CFR Part 92 (governmental).

Direct Federal grants, sub-award funds, or contracts under this ACF program shall not be used to support inherently religious activities such as religious instruction, worship, or proselytization. Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under this program. Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against Federal funding of inherently religious activities, can be found at the HHS web site at: <http://www.os.dhhs.gov/fbci/waisgate21.pdf>.

Faith-based and community organizations may reference the "Guidance to Faith-Based and Community Organizations on Partnering with the Federal Government" at: <http://www.whitehouse.gov/government/fbci/guidance/index.html>.

3. Reporting Requirements:

Grantees will be required to submit program progress and financial reports (SF-269 found at: <http://www.acf.hhs.gov/programs/ofs/forms.htm>) throughout the project period.

Program progress and financial reports are due 30 days after the reporting period. Final programmatic and financial reports are due 90 days after the close of the project period.

Program Progress Reports: Quarterly

Financial Reports: Semi-Annually

Online Data Collection System reports (quantitative data on program progress): Due 30 days after the conclusion of each quarter.

VII. AGENCY CONTACTS

Program Office Contact:

Victoria Marquez
Family and Youth Services Bureau
c/o ACYF Operations Center
118 Q Street NE
Washington, DC 20002-2132
Phone: 866-796-1591
Email: fysb@dixongroup.com

Grants Management Office Contact:

Peter Thompson
Administration for Children and Families
Office of Grants Management
c/o The Dixon Group
118 Q Street NE
Washington, DC 20002-2132
Phone: 866-796-1591
Email: FYSB@dixongroup.com

VIII. OTHER INFORMATION

Date: 04/07/2006

Joan Ohl
Commissioner
Administration on Children, Youth, and Families